



Park Special Event Use Request Form

Print clearly and complete entirely
in order to be processed

Colchester Parks & Recreation
PO Box 55
Colchester, VT 05446
Phone: (802)264-5640
www.colchestervt.gov

DATE RECEIVED

Park Event – Includes any race, performance, festival, concert or any other special event of 50 or more persons at the same time for the same collective purpose at any Town of Colchester property.

Request Form information

- Completed request form must be received by the Parks & Recreation Department no later than **60 days** in advance of the event.
- The request form must be completed and submitted with all relevant attachments and a \$100 non-refundable Permit Fee. The request may be approved only after all requirements and deadlines specified in this document are met.

ORGANIZATION REPRESENTATIVE

Organization Name: _____
Contact Name: _____
Mailing Address: _____
Home Phone: _____ Work Phone: _____
Cell Phone: _____ E-mail Address: _____

Event Name: _____

Type of Event/Activity: _____

Day & Date Requesting: _____

Event Time:

Set up start time: _____ am/pm

Open to public from: _____ am/pm To _____ am/pm

Take down end time: _____ am/pm

Expected Attendance: _____ Expected Automobiles: _____

Electricity: ☐ Yes ☐ No Amplified Sound: ☐ Yes ☐ No Food Vendors: ☐ Yes ☐ No

Will alcohol be dispensed or sold to the public at this event? ☐ Yes ☐ No

* If "Yes" a State of Vermont and Town of Colchester Alcohol Permit will be required. Contact the Town of Colchester Town Clerk Office at 802-264-5523 at least 45 days ahead of the event.

Indicate area(s) requested:

☐

Airport Park

- ☐ Pavilion (includes picnic tables)
- ☐ Gravel Path
- ☐ Athletic Field(s) _____
- ☐ Snack Bar (\$)
- ☐ Other _____

☐

Bayside Park

- ☐ Pavilion (includes picnic tables)
- ☐ Recreation Path
- ☐ Athletic Field(s) _____
- ☐ Bayside Activity Center (\$)
- ☐ Beach

☐

Fort Ethan Allen

- ☐ Gazebo
- ☐ Gravel Path
- ☐ Athletic Field(s) _____
- ☐ Other _____

CONDITIONS FOR USE OF COLCHESTER PARKS

This agreement made this _____ day of _____, by and between the Town of Colchester through its Parks & Recreation Department (hereinafter referred to as "Colchester") and _____ (hereinafter referred to as "Organizer"). *WHEREAS* Colchester wishes to promote the use of its parks and recreational areas and provide for the enjoyment of the general public, and *WHEREAS* Organizer wishes to use said facilities. *NOW, THEREFORE* parks and recreational facilities of the Town shall be used by Organizer in accordance with the following conditions :

1. Provide the name and phone number of the person responsible for operations during the proposed event. This person shall be available throughout all hours the event is open to the public.
2. Agrees that, during the use of Town of Colchester public parks, the proposed park event will not exclude any qualified person from participation in, deny anyone the benefits of, or otherwise subject anyone to discrimination on the grounds of race, color, national origin, religion, age, handicap, or sexual orientation.
3. Solicitation of money in any manner without permission is prohibited. This includes the sale and/or peddling of any foods, refreshments, novelties or goods.
4. Painting upon any pathway or sidewalk surface is prohibited unless a washable paint is used and removal is accomplished before the event closes.
5. No object of any nature shall be fastened to or erected over the surface of the park or pathways, and no object shall be affixed to any pole in the park, without prior written consent of the Director of Parks & Recreation.
6. No vehicles may enter park grounds at any time during the event, this is to include pathways and maintenance access roads. Organizer may seek written consent from the Director of Parks & Recreation for vehicle access into the park prior to the event for the sole purpose of off loading event supplies.
7. Parks in which events occur shall remain open to the public during the event, to the extent consistent with the park's capacity and to the maximum extent feasible given the nature of the event.
8. The park event will not interfere with fire or police protection, or public safety, including presenting a substantial or unwarranted traffic or safety hazard.
9. Event Organizer hereby assumes responsibility and liability for any and all injury or damage to the person or property of the Organizer or others connected therewith, be they business or personal invites, and further shall indemnify and hold the Town of Colchester harmless in the event of any such injury or damage from any and all claims, awards or attorneys' fees.
10. In the event the Organizer wishes to provide amplified music/speakers, the noise shall be at a volume that cannot be heard beyond the park boundaries and shall not be used after 8:00 p.m.
11. No glass bottles or containers allowed on Town of Colchester park/recreational facilities.
12. The Organizer shall be responsible for its own clean up immediately following its event; the Organizer must leave the area in the same condition in which it was found. In the event that the Town must clean up the area following the event, the Organizer shall be charged that expense. The Director of Parks & Recreation will determine "same condition," and the Director's decision is final.
13. Special events attracting more than 200 people may necessitate having a police officer on duty, at the expense of the Organizer, to assist with traffic control and parking, at the discretion of the Director of Parks & Recreation and Chief of Police.
14. This permit may be revoked at any time by the Director of Parks & Recreation, Town Manager or members of the Colchester Police Department for violation of the above or any other Park, Town or State Ordinance.
15. Organizer may be required to obtain local and/or state permits.
16. In the event of severe weather, the Director of Parks & Recreation reserves the right to temporary suspend, delay and/or cancel the event.

The following stipulations shall also apply due to the specific use by the Organizer:

CONDITIONS FOR USE OF COLCHESTER PARKS

First Aid - The following are minimum standards for the provision of first aid at park events. Based upon factors such as geographic locations, weather conditions, and event history, the Colchester Parks & Recreation Department may determine that additional measures are required.

Under 200 persons - No requirement. It is recommended that a first aid kit and trained person be on site

Over 200 persons - The following are required, to be arranged by event organizers:

1. First Aid Station must be staffed by a person certified in first aid and cardio-pulmonary resuscitation.
2. Staffing must occur from 30 minutes prior to the event and continue until 30 minutes past the event. The First Aid Station must be staffed at all times and identified visually.

Portable Toilets - Event organizers must make provisions for portable toilets when Colchester Park Bathhouses are closed for the season or when event attendees and participants exceed 200 persons. When events exceed 200 persons the organizer will be responsible for arranging a minimum of two portable toilets to be placed next to the bathhouse. The Director of Parks & Recreation reserves the right to require a pre determined amount of portable toilets based on expected attendance.

Event Signage - Event organizers must provide directional and informational signage informing attendees of parking location, first aid location, bathroom locations and event rules. When the event incorporates any type of course (i.e., 5K run), the Organizer is required to place safety cones/markers every 1/4 mile, marking the course clearly and safely.

Police Traffic Control - When the event incorporates and/or crosses any public or private roadway, Colchester Police needs to be hired at the expense of the Organizer. Colchester Police will set rates and bill the event Organizer.

Road Signage - At any time the course crosses a public or private road which may stop traffic, advance warning signs need to be placed 100 feet before the crossing in both directions by the event organizer. These need to be placed within the road user's view so that maximum visual acuity is provided.

Park Staff Coverage - For any event over 200 persons the Colchester Parks & Recreation Director may require the need for park staff coverage throughout the event. For any Parks Support Staff member coverage on a weekend, holiday or afterhours requires wages at an overtime rate for a minimum of 4 hours. Therefore, the minimum weekend/holiday charge is for four (4) hours at the rate of \$25.00 per Support Staff person, a minimum of \$100.00 per day, payable by the Organizer.

REQUIRED DOCUMENTS FOR PARK EVENT

The following documents are not required at the time of the initial request; however need to be provided 30 days in advance of the event date.

CERTIFICATE OF INSURANCE - Event Organizer must provide a certificate of general liability insurance with per-occurrence and aggregate limits of not less than \$1,000,000, naming the Town of Colchester as the certificate holder.

SITE PLAN - Attach an accurate drawing on the letter size paper map provided (pages 6-8) showing dimensions of booths and any other objects to be placed in the park, and also indicate the following: Portable toilets, including those which are ADA compliant, tents, and emergency access.

PARKING PLAN - Please provide a description of your parking plans (i.e., *where event attendees will park*) including your plan for disabled parking and your plan for emergency vehicle access and additional parking if necessary. Parking capacity is as follows: Bayside Park - 150 spaces; Airport Park - 200 spaces.

EMERGENCY ACTION PLAN - Event organizers are ultimately responsible for the safety and welfare of those attending their event. This includes planning for an emergency. Event organizers must designate one person to be responsible for emergency management. This person will need to interface with the Colchester Police Department, and provide necessary information as requested, including contact information. Additionally, this person must be reachable by law enforcement at the event on the day of the event. In the event of a EMERGENCY this person must call 911 immediately.

FIRST AID CONFIRMATION - Event organizers may be responsible for arranging First Aid coverage for those attending and/or participating in their event organizers need to provide the Colchester Parks & Recreation written confirmation from the attending First Aid person or organization.

I (We) assume full responsibility for any damages to the Town of Colchester property and/or equipment that occur as a result of the requested use. Furthermore, I (We) understand that the Town of Colchester, its staff, and members of the Parks and Recreation Department, will not be held liable for any injury or damage which may occur to me, my guests, and/or members of the above named organization and or property during our requested use of the property.

ORGANIZER SIGNATURE: _____ **Date:** _____

My signature on this form indicates that I have read the Event Conditions For Use (pages 2 & 3) and agree to abide by them.

PARK EVENT USAGE FEES

Fees and damage deposit beyond the \$100.00 permit fee submitted to secure the event date are due within 48 hours upon notification of event approval. Checks must be made payable to the Town of Colchester.

The damage deposit is based on potential damage caused by the event on the park area, and may be higher than the base level of \$50.00 submitted. The damage deposit will be refunded, issued 10-21 days following the event and mailed.

Permit Fee	\$100.00	*Permit fee due at time of request
Damage Deposit (refundable)	\$50.00	
Park Special Event Fee, 50 - 350 people	\$200.00	
Park Special Event Fee, 351 - 2000 people	\$600.00	
Pavilion Fee	\$75.00 - \$225.00	(based on pavilion rates)
Bayside Activity Center Fee	\$30.00 hour	



Do not fill out below (Office Use Only)

EVENT DEPOSIT	\$ _____	
RENTAL FEE:	\$ _____	
DAMAGE DEPOSIT:	\$ _____	REFUND DATE: _____
PAVILLION (If applicable):	\$ _____	
BAYSIDE ACTIVITY CENTER (if applicable)	\$ _____	
STAFF COVERAGE (If applicable):	\$ _____	PARK STAFF NAME: _____
TOTAL:	\$ _____	CASH/CHECK: _____

DAMAGE DEPOSIT ADDITIONAL COST: \$ _____

KEY NEEDED? YES NO TYPES OF KEYS: _____

RECEIVED BY: _____ ENTERED INTO RECTRAC BY: _____

INSURANCE CERTIFICATE RECEIVED? ☐ SITE PLAN? ☐ PARKING PLAN? ☐

EMERGENCY ACTION PLAN? ☐ FIRST AID CONFIRMATION? ☐

APPROVED or DENIED:

_____	<input type="checkbox"/> approved	<input type="checkbox"/> denied	_____
Glen Cuttitta, CPRP: Colchester Parks & Recreation Director			Date

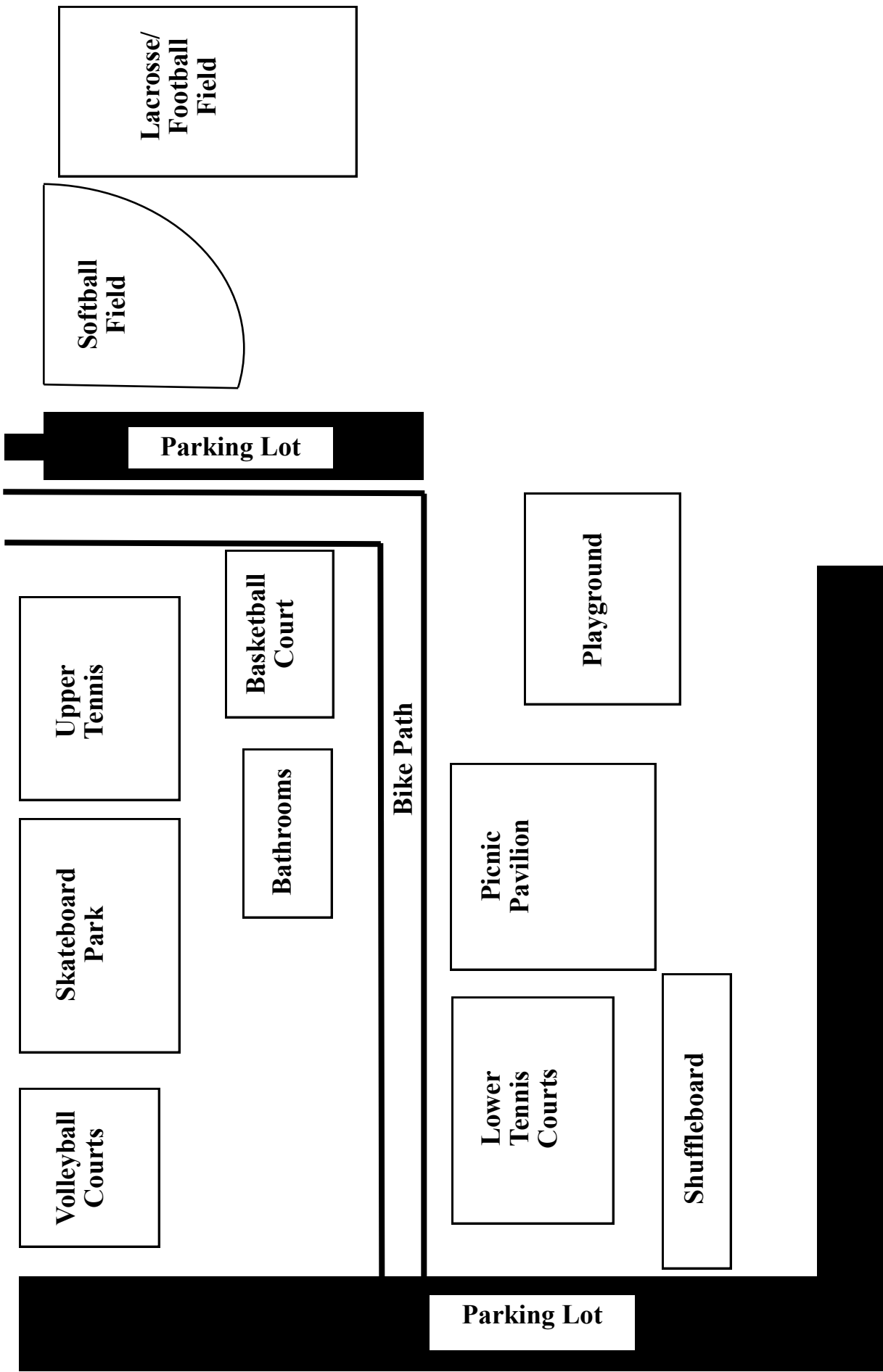
_____	<input type="checkbox"/> approved	<input type="checkbox"/> denied	_____
Lt. Jeffery Barton, Colchester Police Department			Date

POLICE COVERAGE NECESSARY AT EVENT: ☐ YES ☐ NO

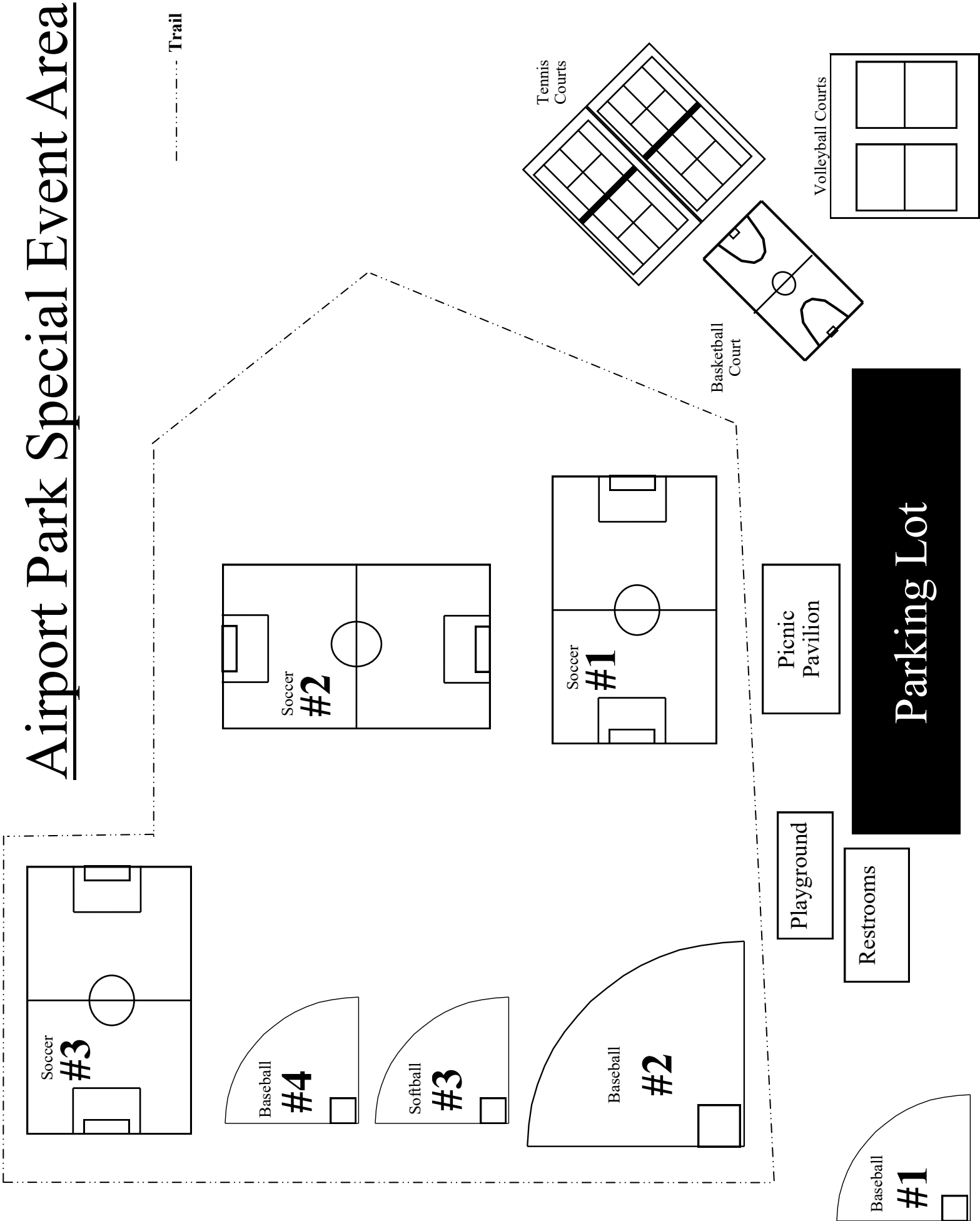
Complete and return this request form with event deposit to the Colchester Parks & Recreation Department in person or by mail to: P.O. Box 55, Colchester, Vermont, 05446.

Faxes will not be accepted and online scheduling is not available.

Bayside Park Special Event Area



Airport Park Special Event Area



Fort Ethan Allen Special Event Area

